

Tasmania Prison Services

Director of Prisons – Statement of Duties

Objective

Provide strategic leadership and direction of the Tasmania Prison Service in the delivery of correctional services, driving cultural reform and leading and modelling Agency values.

Key Duties

1. Provide strategic direction and leadership for the management of the Tasmanian Prison Service and the achievement of the reform agenda for Corrections in Tasmania.
2. Lead the senior management team to deliver community safety through secure custody of prisoners, community supervision of offenders, the delivery of education, training and skills development, rehabilitation programs, employment and other activities to reduce reoffending through an integrated restorative justice model.
3. Lead an integrated team of correctional services staff to deliver outcomes in an environment which builds a culture of mutual respect between staff, and between staff and prisoners or supervised persons.
4. Lead cultural and organisational change aimed at reducing recidivism rates by ensuring the delivery of culturally appropriate programs, employment opportunities, through care planning, post-release planning, and reintegration into community.
5. Build working relationships and partnerships with a wide range of stakeholders including government, NGOs, communities, elders, unions, industry and service providers to deliver operational outcomes and program delivery.
6. Be accountable for the efficient management of human, physical, technological and financial resources, including undertaking business planning, budget management and other audit and compliance monitoring activities which foster innovation and continuous improvement.
7. Represent the Department of Justice and the State at local, national and professional forums as required.

Level of responsibility

- Undertake the role of Responsible Officer for the TPS under the *Workplace Health and Safety Act 1995* and equivalent legislation after January 2012.
- Be responsible for the initiation, development and delivery of strategies and operating arrangements that ensure the TPS meets relevant legislated objectives for corrections in Tasmania.
- Demonstrate your commitment to the WHS requirements in the WHS Act by fully understanding how the business operates, being aware of the common risks that exist within the business, understanding the level of risk associated with each hazard, knowing what the appropriate controls for those hazards are and ensuring appropriate resources are allocated to eliminate the risk of those hazards causing work-related harm.

- Officers will also be required to have a good understanding of the Agency risk profile and to ensure high risks are managed effectively, to review serious or potentially serious incidents and monitor corrective actions, and to review the safety performance across the Agency and drive improvement.
- Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values based workplace culture, leading your team in a values based manner, ensuring your team uphold the values and role modelling the values.

As an Output Manager, you are also responsible for:

- **Managing People**, including to:
 - Display values-based leadership by ensuring our values inform how you and the team engages with colleagues and stakeholders. Our values are we act with Integrity, Respect and Accountability and our workplaces are Inclusive and Collaborative. You are responsible for contributing to our values based workplace culture, ensuring your team uphold the values and role modelling the values.
 - Ensure team members have performance development plans, regular check ins, and receive direction, coaching and support
 - Encourage and support the ongoing learning and growth of all employees
 - Value diversity, demonstrate inclusive leadership, and ensure everyone feels included and 'safe' to contribute their views and ideas
 - Ensure a physically, emotionally and psychologically safe working environment free from bullying, harassment and discrimination
- **Managing Resources**, including to:
 - Understand and comply with the State Government budget, financial accountability and financial delegation requirements relevant to your role and to DoJ
 - Encourage and support appropriate use of information technology and other relevant Departmental IT systems
 - Ensure appropriate use of personal and Departmental information/records in line with relevant policy, legislation and guidelines
 - Ensure procurement of goods and services are conducted ethically, enable open, impartial and effective competition, and achieve best value for money in accordance with relevant purchasing policy and processes
- **Managing Outcomes**, including to:
 - Apply appropriate risk management principles in line with the Department's Risk Policy and Procedures
 - Conduct effective business and strategic planning processes
 - Adopt the Department's Project and Change Management frameworks in planning and delivering projects, workplace change and services as appropriate
 - Deliver client-centric services and work to community or internal clients
- **Managing Self**, including to:
 - Foster and personally model our Values
 - Commit to continuous self-improvement and personal learning and growth
 - Prioritise and manage own workload effectively, including effective delegation of tasks as appropriate

- Demonstrate emotional intelligence, and be aware of the impact you have on the people you manage/lead

Direction and supervision received

- No day-to-day supervision. Reports directly to the Deputy Secretary, Corrective Services and is expected to work collaboratively and cooperatively within the governance arrangements for the Corrections Reform Agenda.
- Works with a high degree of independence in the determination of overall strategies, priorities, operational management and the allocation of resources.
- As a Senior Executive Officer, the role is directly responsible for the efficient and effective management of the Output and adopts a whole of Agency focus as a member of the Senior Management team.
- The Director of Prisons is subject to the Tasmanian State Service Senior Executive Service performance appraisal and development process.

Accountability of the role

The Director of Prisons is accountable to the Deputy Secretary, Corrective Services and is expected to function within a framework of broad general direction and agreed objectives, operating with a substantial level of independence and autonomy. Further, the occupant must display a high degree of initiative in the determination of priorities and the allocation of resources.

The occupant is responsible for a budget of approximately \$115 million per annum from various funding sources. The role is also responsible for approximately 600 full time equivalent (FTE) staff.

The occupant exercises significant financial and human resource delegations. Details of delegations to this office are provided to the occupant and must be exercised in accordance with any specified limitations. In the delivery of the organisation's activities, the occupant must ensure that:

- Appropriate strategies are in place to minimise the risk of fraud; and
- Decisions and actions are made ethically and with integrity, on the basis that such is legal, is right and is reasonable based on an objective standard.

Office relationships

Internal Relationships

- The Office facilitates and promotes cooperation with and between other Outputs, Branches and Management in relation to issues of mutual responsibility. The occupant provides high-level strategic advice to the Ministers, Secretary and Deputy Secretary.

External Relationships

- The Office represents the Department and forges collaborative relationships and partnerships with other State Service Agencies, private sector organisations, other state and territory jurisdictions and external organisations.

Your performance management and development framework

The Department of Justice Performance Management Framework is designed to support the Agency's business planning process and provide a clear link between the Senior Officer's performance and development and the achievement of the Department of Justice strategic direction.

The performance assessment of the Director of Prisons will be based on the following measures:

- Key achievements against the annual performance agreement.
- In the context of the requirement for high level leadership and management expertise, an assessment of demonstrated capability against the Senior Executive Leadership Capability Framework to shape strategic thinking; achieve results; cultivate productive working relationships; exemplify personal drive and integrity; and to communicate with influence.

Selection criteria

1. **Shapes Strategic Thinking:** You are aware of the strategic vision of the Department of Justice and have the skills to drive team performance to achieve outcomes. You understand the policy environment and are able to align strategies to that environment.
2. **Achieves Results:** You are solutions-focussed and able to demonstrate an ability to generate ideas. You have senior management experience in developing and delivering significant policy and project initiatives in a timely fashion and have achieved the desired outcomes.
3. **Cultivate Productive Working Relationships:** You have experience in creating, leading and being a part of multi-disciplinary/skill teams. You know how to engage key stakeholders and clients for positive benefit.
4. **Exemplifies Personal Drive and Integrity:** You demonstrate the Agency's values (including drive, professionalism and integrity) in your everyday action and have strong demonstrated performance in previous roles.
5. **Communicates with Influence:** You are expected to effectively promote proactively and positively the role of the Agency and your place within it. You have demonstrated a commitment to previous organisations in which you have worked. You are able to manage upwards, outwards and with your colleagues.
6. **Operate autonomously as a Statutory Officer:** You are expected to act with integrity and discretion whilst fulfilling the statutory offices associated with the position. This includes an ability to make decisions within the legislative framework determined by the parliament.
7. **Position Specific:** Success as an innovative and dynamic senior leader in setting and achieving strategic goals and results, driving performance improvement and leading operational service delivery in a correctional services or similar regulatory environment.
8. **Position Specific:** Highly developed stakeholder and relationship management capabilities with the ability to persuade, influence and negotiate with stakeholders and employees across diverse organisational settings to address issues in the criminal justice system.

9. Be able to demonstrate an understanding of the WHS legislation and the responsibilities of Officers of the Agency and their due diligence obligations.

Essential requirements

- Pre-employment check

Desirable requirements

- Tertiary qualifications in a relevant field.
- Knowledge and understanding of the Tasmanian criminal justice framework, in particular the role of correctional services in improving outcomes to reduce recidivism.

Pre-employment Checks

The Head of State Service has determined that the person nominated for this vacancy is to satisfy a pre-employment check before taking up the appointment, promotion or transfer.

The following checks are to be conducted:

1. Pre-employment checks
 - Arson and fire setting
 - Violent crimes and crimes against the person
 - Sex-related offences
 - Drug and alcohol related offences
 - Crimes involving dishonesty
 - Crimes involving deception
 - Making false declarations
 - Malicious damage and destruction to property
 - Serious traffic offences
 - Crimes against public order or relating to the Administration of Law and Justice
 - Crimes against Executive or the Legislative Power
 - Crimes involving Conspiracy
2. Disciplinary action in previous employment.
3. Identification check.

Position Summary

Title	Director of Prisons
Number	356382
Award	Senior Executive Service
Classification	Level 3
Output Group	Corrective Services
Full Time Equivalent	1.0
Division	Tasmania Prison Service
Branch	Tasmania Prison Service
Supervisor	Director of Corrective Services
Direct Reports	8
Location	Risdon Prison
Terms of Employment	Senior Executive contract for a period of 5 years.
Position category and funding	Cost code: A234